

AFFILIATE OF



SOCIETY FOR  
HUMAN  
RESOURCE  
MANAGEMENT

## Albemarle / Charlottesville HR Association

# ACHRA

June 2007

### From the Desk of the President

Dear ACHRA Members:

I really don't know where time goes. It seems as we get older, the weeks and months zoom by. On top of this we are inundated with information from a variety of angles. How do we simultaneously keep up, perform quality work, feel good about our efforts and plan for the future? I recently participated in the first phase of scenario planning for an international non-profit. Scenario planning focuses on answering the question "Where will your organization be in the future?" Of course, the first question is "what will the future look like?" Scenario planning is not about gazing into the crystal ball for the answer. It is more about assumptions based on today and trends. The process requires including a variety of views and lots of information from a multitude of resources. This leads to the point of my message. As HR professionals, we need to carve out time to learn, process and project into the future. It is more than staying current. So, I challenge each of you to use the ACHRA program meetings and the upcoming 10<sup>th</sup> Annual HR Day as a vehicle to enhance your ability to learn, process and plan for the future.

Best wishes for a relaxing? summer.

*Barbara Kessler*

ACHRA President

"It's not what you look at, but what you see." - Henry David Thoreau

### 2007 ACHRA Board

President, Barbara Kessler, PHR

President Elect, Faye Giles, SPHR

Secretary, Justine Jackson, PHR

Treasurer, Deb Deuchar, SPHR

Membership Committee Co-Chairs, Carolyn Fowler, SPHR and Marty Lupinetti, SPHR

Program Committee Co-Chairs, Leslie Williams, PHR and Tessa Schlemmer, SPHR

Sponsorship Committee Chair, Clyde Amburn, SPHR

Community Relations Chair, Ashleigh Slawski, PHR

Legislative Committee Chair, Angela Butler

Newsletter Chair, Patricia Burnette

Professional Development Committee Chair, Tracey Via, SPHR

Web Master Co-Chairs, Sasha Cannon and Rena Wray

HR Day Co-Chairs, Faye Giles and Wendy Miller, PHR

www.achra.org



## Welcome New 2007 ACHRA Members

<i>Jennifer Cole-Johnson</i>	Payroll Technician	Rivanna Water & Sewer Authority
<i>Amy Downey</i>	Human Resource & Training Manager	Region Ten Community Services Board
<i>Fran Hagan</i>	Advertising Administrative Supervisor	The Daily Progress
<i>Lawra Fekishazy</i>	Director of Human Resources	UVA Alumni Association
<i>Boyd Marquardt</i>	Recruiter	State Farm Insurance Companies
<i>Amanda Moxham</i>	Human Resources Manager	Northrop Grumman Sperry Marine
<i>Ellen Neal</i>	Vice President – CFO	Arboristry Associates, Inc.
<i>Bryan Schroeder</i>	Human Resources Representative	State Farm Insurance Companies
<i>Eric Van Der Loo</i>	Senior Recruiter	SNL Financial
<i>Tricia Van Hook</i>	Human Resources Programs Manager	UVA Medical Center
<i>Rodney Wheeler</i>	Human Resources Representative	State Farm Insurance Companies
<i>Patricia Zinnanti</i>	Human Resources Manager	Keswick Hall at Monticello

## Upcoming ACHRA Meetings

**Tuesday, July 10, 2007, 4:00-5:30pm**

Location: Hilton Garden Inn

1793 Richmond Rd (Pantops across from Westminster)

Speaker: Dr. R. Edward Freeman

Topic: *Business in a post-Enron world: Ethics and HR*

Sponsor: SOFA, Society for Financial Awareness

Credit: HRCI credits will be granted

Cost: \$15.00 members, \$20.00 for guests

**August 2007, No regular monthly meeting**

**Tentative plans for a brown bag event TBA – See Website**

**September 11, 2007 – 10th Annual HR Conference**

Location: Farmington Country Club

Morning Speaker: Dr. Shirley Davis

Afternoon Speakers: Dr. John Whitlow and

Marc Carraway

Topic: Moving Business Forward

Sponsors: Many at two different levels of sponsorship. Contact Clyde Amburn if you are interested in sponsoring event.

Credit: HRCI credits will be granted

Cost: Pending

**Tuesday, October 9, 2007, 7:30am – Breakfast**

Location: Albemarle County Office Building 5th Street Extended

Speakers: Robert Covert and Hilda Ward

Topic: *Diversity – Part I*

Sponsors: TBD

Credit: HRCI pending

Cost: \$10.00 members, \$15.00 for guests

**Tuesday, November 13, 2007, 7:30am – Breakfast**

Location: Albemarle County Office Building 5th Street Extended

Speakers: Robert Covert and Hilda Ward

Topic: *Diversity – Part II*

Sponsors: TBD

Credit: HRCI pending

Cost: \$10.00 members, \$15.00 for guests

**Tuesday, December 11, 2007, 5:30pm – Dinner**

Location: Hilton Garden Inn

1793 Richmond Rd (Pantops across from Westminster)

*Networking opportunity & Officer induction*

*Sponsors: TBD*

Cost: \$15.00 members, \$20.00 for guests

Remember: It's not too early to begin thinking about becoming a part of the Board. Please contact an ACHRA Board member if you are interested in being more involved.

Have any suggestions or recommendations about great speakers?

Please e-mail Leslie Williams at [lwilliams@snl.com](mailto:lwilliams@snl.com),

and / or Tess Schlemmer at [tschlemmer@hantzmonwiebel.com](mailto:tschlemmer@hantzmonwiebel.com).

## Come Study with ACHRA!

Yes, it's that time of year again! The Professional Development Committee will sponsor a Fall PHR/SPHR Study Group. We will meet once a week starting in September. Each of the six functional areas of HR will be facilitated by fellow ACHRA members. The facilitators have all received his/her certification and will provide you with information and "helpful hints" to help prepare you for the exam.

While it is not a requirement, we are recommending that participants purchase a SHRM Learning System, which covers the six functional areas of HR. Each module includes a self-study guide, case studies and diagnostic tests. We will have a number available at a discounted rate, so *please contact me prior to purchasing*.

The online application for the PHR/SPHR/GPHR is now available. The next testing window for PHR/SPHR is December 1, 2007 – January 31, 2008, and for GPHR, December 1 to December 31, 2007. Registration deadline is October 12, 2007. (Late registration is November 16, 2007.)

If you have any questions or are interested in participating, please contact Tracey Via at 434-327-1902 or by email at [viat@cadmus.com](mailto:viat@cadmus.com).

## Program Committee Thanks

Many thanks to all of our members for coming out and supporting the meetings this year. We have had a great turn out for every meeting. We had an overwhelmingly positive response to Jim Clawson's presentation in May, so we hope to be able to bring him back again next year either for a meeting or for the annual conference. We encourage everyone to RSVP in a timely manner. Responding late puts a strain on the planning process, so please respond by the deadline.

Thanks to our capable assistants for the program committee:  
Rachel Brozenske, Debbie Hiatt, Karen Irwin and Nicole Trice.

For those who were not able to attend the April brown bag event with the EEOC speaker, it went very well. We hope to be able to schedule a similar event on an annual basis.

If you have any suggestions on meeting topics or locations, please send those to Tessy Schlemmer at [tschlemm@hotmail.com](mailto:tschlemm@hotmail.com) or Leslie Williams at [leswill@hotmail.com](mailto:leswill@hotmail.com). Thanks for your continued support of our programs.

Please contact an ACHRA Board member if you are interested in being more involved. Thanks, Tessy & Leslie

## Sponsor an ACHRA Meeting

**Ring in the New Year with sponsorship!** Is your company looking for the opportunity to present your service or product to Human Resource managers in the Charlottesville area in 2008?

If so, consider sponsoring an ACHRA monthly chapter meeting.

For a \$250 fee, you'll receive the following:

- Up to five minutes at the beginning of the meeting to promote your company/organization.
- Public thank you during the event.
- A table to display promotional materials.
- Opportunity to place promotional brochures at tables where members are seated.
- Acknowledgement of sponsorship in ACHRA meeting announcements (e.g., on electronic invitation to members as well as having information posted on the ACHRA website).
- Acknowledgement of sponsorship in ACHRA newsletter.
- One guest attendee at the meeting.


For more information, contact Clyde Amburn at 434-974-7118 or [camburn@international-auto.com](mailto:camburn@international-auto.com).

Thanks, Clyde

## Congratulations Bob!

Bob Kiefer, Mgr., HR with Hospice of the Piedmont and ACHRA member attained PHR Certification.

## Save the Date: September 11, 2007 10th Annual Fall Conference



Albemarle Charlottesville Human Resources Association  
10th Annual Fall Conference  
**"Moving Business Forward"**

This special full-day event is coming!  
Please save the date: Tuesday, September 11, 2007.

The conference topics have been carefully chosen to interest all of you.  
Our presenters will include **Dr. Shirley Davis**, SHRM's Director of Diversity Initiatives, and local executives, educators and musicians  
**John Whitlow, PhD** and **Marc Carraway**.

We hope you'll take a break from your busy schedule to join us  
for what promises to be a fabulous day!

To be held at Farmington Country Club.  
More details and registration information to come.  
HRCI credit pending.

## Media General Interactive / Daily Progress.com JOB POSTINGS

Special employment package. Sign up for a three-month employment package by June 31<sup>st</sup> and receive **Unlimited Job Postings** (with unlimited text, links, resume submittal feature, company logo, and more.), a **Company Profile**, access to our **Resume Database** for only \$402 a month.

Postings will be accessible to candidates from the following sites: DailyProgress.com (Charlottesville), NewsVirginian.com (Waynesboro), inRich.com/TimesDispatch.com (Richmond), NewsAdvance.com (Lynchburg), StarExponent.com (Culpeper), and all other Virginia Media General Interactive properties (including the newspaper websites for the Greene County Record, Nelson County Times, Orange County Review, and the Madison County Eagle).

The package needs to start in June, is good for only 3 months for a limited time only because in September, we will partner with Yahoo with new products and pricing. To get started or to receive more information, please contact Kelley Tobler at 975-7115 or [ktobler@dailyprogress.com](mailto:ktobler@dailyprogress.com).

### Thank You ACHRA!

Dear Barbara,

Thanks for having me at the ACHRA meeting last week. It was great meeting the members. You have a great chapter and glad I could participate. Thank you for all you do for SHRM.

Madeline Taylor, *President of the Virginia SHRM State Council. Madeline attended our May meeting.*

# Changes to PHR/SPHR Body of Knowledge 2005 Study Results!

## Changes to PHR/SPHR Body of Knowledge Resulting from 2005 Practice Analysis Study

Approximately once every five years, HRCI conducts a practice analysis study to ensure that the test specifications of the PHR and SPHR exams are aligned with knowledge needed by HR professionals to perform their jobs effectively. The “Test Specifications,” also known as the “Body of Knowledge,” are broken down into six functional areas, as well as a core knowledge list. The functional areas consist of a number of responsibility and knowledge statements, which the candidate is responsible for knowing in order to pass the exam. In 2005, HRCI conducted a practice analysis in which the test specifications were reviewed and updated by a task force consisting of 12 PHR- and SPHR-certified professionals. These updates were then validated through a survey of 6,000 certified professionals. The results of this practice analysis will be reflected for the first time in the PHR and SPHR exams beginning with the May/June 2007 testing window.

The most noticeable difference between the old and new test specifications is that two of the six functional areas were renamed to reflect the changes that have taken place in the workplace. “Compensation and Benefits” was updated to “Total Rewards” and “Occupational Health, Safety and Security” was updated to “Risk Management.” Some responsibility areas and associated knowledge statements were realigned to reflect these changes. While many of the responsibility statements that fall under these areas remain the same, the task force felt that these name changes better reflect the terminology currently being used in the field. Results of the validation survey confirmed these changes.

Finally, a few responsibility areas and associated knowledge statements have been marked as “PHR Only” or “SPHR Only.” When HRCI conducted its most recent practice analysis in 2005, the HR professionals who responded to our survey indicated that a few responsibility areas were performed chiefly by those at the PHR level and some others chiefly by those at the SPHR level. Therefore, exam questions that relate specifically to those job responsibilities were moved to the appropriate level exam.

This does not mean, however, that you may not need to know something about the related knowledge level or underlying concept. For example, in the Employee and Labor Relations functional area, “Participate in collective bargaining activities, including contract negotiation and administration” is now marked SPHR ONLY. Therefore a question dealing with specific contract negotiation strategies or activities would appear on the SPHR exam. However, in the US, the National Labor Relations Act covers most collective bargaining agreements in the private sector. Therefore, the PHR exam might appropriately ask a question about the NLRA and its impact on the collective bargaining process, since it appears in the body of knowledge. To learn more about the test specification, please visit the HRCI Web site at [www.hrci.org](http://www.hrci.org).



# What's New at SHRM? Launch Brand June 24th!

Our launch of the refined SHRM Brand continues to build as we draw closer to the June 24<sup>th</sup> unveiling. Our new look will be revealed to the membership at Sunday's opening general session of the SHRM Annual Conference and Exposition. As you know, we value your role in this launch and have provided you with resources to help you share in "spreading the news" starting June 25<sup>th</sup>.

## Archived Webcast

If you were unable to participate in a live webcast, an archive is available in the Volunteer Leaders' Resource Center at <http://www.shrm.org/chapters/resources/webcastarchive.asp>. Scroll down and select the second bullet "SHRM Brand Strategy". The rebroadcast is just under an hour in length.

## Question and Answer Conference Call

If you were unable to join us for the "open call for questions", we're pleased to provide you with an opportunity to listen to a recording of the call. A reply can be heard at 1-888-203-1112, passcode 61866638. The replay is available through June 22<sup>nd</sup>. It lasts under one hour as well.

## Branding "Outpost"

We've posted resources for you in the Volunteer Leaders' Resource Center at [www.shrm.org/vlrc](http://www.shrm.org/vlrc). In the Outpost you will find:

- The PowerPoint from the webcast (which can be shared with your members starting June 25)
- A link to the archived webcast
- The Branding FAQ Document (PDF)
- The SHRM Branding Initiative Six-Panel Brochure (PDF)
- The call-in number and password for the recorded Q&A conference call

## New "AFFILIATE OF" Logo

We know you are anxious to begin using the new "AFFILIATE OF" logo. We anticipate making the logo available to you in a variety of formats starting on July 1<sup>st</sup>. We will alert you when it is available and provide a direct link to its location on the Volunteer Leaders' Resource Center. We have asked that you complete the transition by December 31<sup>st</sup>.

If your chapter/state council's website is hosted by SHRM, the logo transition on your website will be completed for you. You will be responsible for all other changes such as stationery, envelopes, invoices, statements, and newsletter mastheads – basically anything that currently has the "AFFILIATE OF" block HR logo should be changed to the new "AFFILIATE OF" logo.

## Questions?

If you should have any questions, please contact any of your regional team members.



## HRCI Recertification: Is It Time to Renew?

Once certified as a Professional in Human Resources (PHR), a Senior Professional in Human Resources (SPHR), or a Global Professional in Human Resources (GPHR), you must recertify every 3 years (from date of original certification or last recertification).

Sixty (60) hours of learning credit is required during those 3 years

Credit earned on hour-for-hour basis (one hour learning = one hour recertification credit)

If you don't submit recertification form, you must retake the exam

No supporting documentation should be submitted to HRCI, but should be maintained for your records in case you are audited

Recertification credits can be earned online at <http://www.hrci.org/recertification/credits.html>.

There are now two ways to recertify--by completing the paper application (available at [www.hrci.org/Recertification/PDFAPP](http://www.hrci.org/Recertification/PDFAPP)) or by accessing your online recertification file by clicking "My Recert File" at [www.hrci.org](http://www.hrci.org).

Credit is awarded for HR-related activities in these categories:

**Continuing Education:** Credit awarded hour for hour. (Chapter meetings can be pre-approved for HRCI recertification credit.) You can also obtain recertification credits through viewing SHRM's archived or live webcasts. There are over 100 available archived webcasts at [www.shrm.org/webcast](http://www.shrm.org/webcast). Each one counts for 1 credit. There is no quiz at the end, and many count for strategic credit.

**Instruction:** 1 hour taught = 1.5 credit hours awarded. (Includes courses taught at work such as workplace violence prevention, sexual harassment prevention, etc.)

**On-the-Job Experience:** Credit is awarded for first-time work activity if it broadens your knowledge of the field of HR, such as developing a strategic plan, rolling out a new 401K plan, etc.

**Research/Publishing:** Research, write, or publish on HR topics.

**Leadership:** External leadership activities count, including being an SHRM volunteer leader.

**Professional Membership:** Be a member of a national HR-related professional association and earn credit hours. (SHRM, ASTD, World at Work, etc.)

Answers to ALL your recertification questions can be found at [www.hrci.org](http://www.hrci.org).

A recertification form can be found at [www.hrci.org/Recertification/PDFAPP/](http://www.hrci.org/Recertification/PDFAPP/).

HRCI now offers ONLINE storage of your certification documentation so you can complete the form as you go.

There is a \$100 processing fee to recertify.

If you have changed jobs or addresses, notify HRCI (not just SHRM) at [hrci@hrci.org](mailto:hrci@hrci.org).

HRCI sends recertification reminders via email and regular mail, so they must have your current/correct email and mailing addresses.



### SHRM Offers E-Learning

SHRM brings e-Learning to a new platform! SHRM e-Learning is an online educational environment that delivers just-in-time training to HR professionals through a series of HR-related mini-courses. Browse the course catalog to create a learning journey that is unique to you. SHRM e-Learning courses are facilitated by leading industry experts and presentations range from sixty to ninety minutes in length. These courses can be taken right at your desk and are pre-approved for HRCI recertification credits!

### Recertification Credits

For those of you looking to earn credit for your PHR, SPHR, or GPHR recertification, all SHRM e-Learning courses are HRCI-approved for recertification credit and will earn 1.25 recertification credit hours to those successfully passing a quiz on the course content. HRCI's recertification requirements are 60 recertification hours over a three-year period. For more specific HRCI recertification criteria, visit [www.hrci.org/recertification](http://www.hrci.org/recertification).

### Cost-effective, On-demand, Low-cost Training

SHRM e-Learning's cost-effective training will aid in your own professional development by bringing you the most current HR topics right to your computer desktop. You can learn at your own pace and on your own schedule without the need to travel. You can also sign up your employees for these programs!

SHRM e-Learning courses are \$39.95 per course for SHRM members and \$49.95 for non-members, but SHRM members will also receive additional Volume Discount Pricing!

### Corporate Discounts

Let SHRM e-Learning enhance your company's training offerings through the SHRM e-Learning Corporate Discount plan. SHRM will manage the database and SHRM e-Learning courseware, while allowing the flexibility for the company to enroll, track and monitor the training of its own employees. An exclusive administrative website will be developed for each company or organization participating in the SHRM e-Learning Corporate Discounts program. Statistical data and status reports will chart the progress of participants enrolled in the plan.

For more information about e-Learning go to [www.shrm.org/elearning](http://www.shrm.org/elearning). To learn more about SHRM or become a member, go to [www.shrm.org/join](http://www.shrm.org/join).

## Save the Date to Join the HR Revolution!

HR Revolution: Driving Competitive Revolution is the theme of the 2007 Virginia State SHRM Conference in Arlington, Virginia, October 3-5. Its core focus is to help Human Resource Professionals create successful practices that will drive strategy and results, think strategically around emerging business and social trends, and sharpen their business acumen.

The 2007 Conference Program Tracks are: The Global Workplace; Leadership and Strategy; Business and Technology; HR on the Cutting Edge-Emerging Trends; and Government Contracting.